

## **RIVERSIDE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: HIGH SCHOOL PRINCIPAL'S SECRETARY (Range 26)**

#### **BASIC FUNCTION:**

Under the direction of a High School Principal, Adult School Principal or other assigned supervisor, organize, schedule and perform a wide variety of responsible, complex and administrative office activities requiring independent judgment; serve as secretary to the Principal and coordinate communications between administrators, District and site personnel, parents, students and the general public; relieve the Principal of a wide variety of technical and administrative detail; train and provide work direction to student or clerical assistants and others as assigned.

#### **REPRESENTATIVE DUTIES:**

Organize, schedule and perform a wide variety of clerical and other office functions and activities related to the administration of diverse programs and operations at a high school to relieve the Principal of routine duties; prioritize and schedule duties and assignments to assure efficiency and effectiveness and meet established time lines. *E*

Serve as secretary and provide administrative assistance to the Principal; make, schedule and arrange appointments, meetings and conferences. *E*

Coordinate and facilitate communications and serve as liaison between District and site personnel, parents, students, school and community organizations and the general public. *E*

Communicate with a variety of site and District personnel and administrators to coordinate school operations and maintenance, resolve conflicts and issues and exchange information. *E*

Communicate with students, staff, parents and the public; provide information and assistance related to District policies and school procedures and regulations; exchange information regarding general confidential or sensitive issues according to established guidelines. *E*

Receive visitors and screen telephone calls and complaints from the public, staff and parents; exercise independent judgment in resolving routine matters or directing to appropriate department. *E*

Organize, prepare and notify staff of meetings; compile information and materials as needed. *E*

Type from notes, rough draft or verbal instructions a variety of written materials including correspondence, bulletins, memoranda, calendars, requisitions, records, reports and evaluations. *E*

Compile and organize information for the Principal; compose and respond to routine correspondence; maintain confidentiality of information as appropriate; open, sort, review and route mail. *E*

Operate a variety of business and office machines including typewriter, facsimile, calculator, computer, copiers, and communications equipment. *E*

Maintain a substitute list and call substitutes as needed; assign budget codes and record teacher absence; prepare time cards. *E*

Inventory and order keys; distribute keys to staff and maintain related records. *E*

Coordinate and assist with special events for the high school; assist in selection of personnel and program; assure adherence to legal requirements and Board policies; work with and assist personnel assigned to the event.

Process time sheets for certificated and classified staff, code and meet District payroll time lines; maintain records related to employees.

Train and provide work direction to clerical personnel, student assistants and others as assigned.

Order a variety of equipment and supplies; assure receipt and proper distribution; inventory and monitor supplies and forms; process administrative publication slips; monitor and maintain records of equipment on loan to staff.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

School office terminology, practices and procedures.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Health and safety regulations.

Correct English usage, grammar, spelling, punctuation and vocabulary.

District organization, operations, policies and objectives.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Operation of standard office machines.

Applicable sections of the State Education Code and other applicable laws.

Letter and report writing skills.

**ABILITY TO:**

Perform a wide variety of clerical and secretarial duties to coordinate school office activities and assist the Principal in a variety of administrative matters.

Perform public relations and communications services for the Principal.  
Maintain accurate records.  
Understand and follow oral and written directions.  
Compose correspondence independently.  
Type at 45 words net per minute from clear copy.  
Complete work with many interruptions.  
Work independently with little direction.  
Establish and maintain cooperative and effective working relationships with others.  
Learn, interpret, apply and explain rules, regulations, policies and procedures.  
Operate a variety of office machines including typewriter, calculator and copiers.  
Maintain good public relations with students, parents, teachers and the public.  
Meet schedules and time lines.  
Plan and organize work.  
Train and provide work direction to others.  
Compile and maintain accurate records, verify data and prepare reports.  
Work confidentially with discretion.  
Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by course work in business administration, communications or related field and three years of increasingly responsible office or secretarial experience involving public contact and record-keeping experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.  
Excessive intermittent noise.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.  
Seeing to read and type various materials.  
Sitting for extended periods of time.  
Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.  
Hearing and speaking to exchange information in person or on the telephone.  
Pushing or pulling filing cabinets.

**HAZARDS:**

Contact with dissatisfied or abusive individuals.